

AVU MANUAL UPDATE INSTRUCTIONS

This feature is used in March of each year to report the new assessed values to the Division. This feature is only used if the assessor chooses the manual update process. Alternatively, counties may choose to electronically submit their values to the Division. The AVU is due each year by March 19.

- 1) An AVU roster can be printed to use as a worksheet for completing the AVU, prior to entering values into the sales file. The AVU roster is accessed the same as a normal roster, except 'AVU Roster' is chosen in the second step. Running this roster is optional.

From the Main Menu select 'Statistical Analysis and Reports'; then select 'AVU Roster'.

Statistical Analysis and Reports

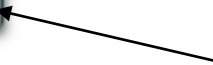
- ☐ Borrow Sales - Assessor
- ☐ Borrow Sales - Liaison
- ☐ Statistical Analysis and Reports

Sale Reports

Statistical Analysis

Sales Rosters

AVU ROSTER



Select the Property Type, Assessment Year, For Assd Value Year, Ending Posted Date, and Sale Date(s) range. (See Rosters documentation for more information.)

Select 'Sales not Updated' radio button; then click 'Generate'; then click 'AVU PDF'.

Property Type Selection for AVU Rosters

County 04|Banner

- ☒ Residential
 - ☐ Residential Improved
 - ☐ Residential Unimproved
 - ☐ Commercial
 - ☐ Commercial Improved
 - ☐ Commercial Unimproved
 - ☐ All Agricultural
 - ☐ Ag Unimproved
 - ☐ Minimal Non Ag
 - ☐ Misc Sales
 - ☐ Other Sales
- ☐ Sales Updated
- ☒ Sales not Updated
- ☐ 1 Both Qualified NonQualified
- ☒ 2 Qualified
- ☐ 3 NonQualified

AVU Roster Date

Assessment Year

For Assd Value Year

Ending Posted Date

Sale Date(s)

From To

Run AVU Rosters

[Generate](#)

Export AVU Rosters

[Export](#) [AVU PDF](#)

Note: The AVU roster can also be accessed after the AVU is complete. Once your field liaison has rolled the assessed values, access AVU Roster menu, and choose 'Sales Updated' (instead of 'Sales not Updated'). This provides a report showing new assessed values.

2) From the State sales file Main menu, select 'Assessed Value Update' under the Assessor heading.

Assessor

- ☒ Assessed Value Update
- ☐ Assessed Value Report
- ☐ Sales Not Updated on 521 Imports
- ☐ Update past values/Summer Roster
- ☐ Upload electronic files (Sales Data, AVU, Abstract, or FORM 521 PDFs)
- ☐ e521 Import History

3) Select the property type to update and the 'Sales not updated' option. The sale date ranges for the AVU are predefined and cannot be changed.

Assd Value Property Selection

County 01|Adams

- ☒ Residential
☐ Commercial
☐ Agricultural
☐ Misc Sales
☐ Other Sales
- ☐ Sales Updated
☒ Sales not Updated

Search

Date Range

Assessment Year 2015

Assessed Value Year 2015

Posted Date 09/29/2014

Sale Date(s):

From 10/01/2012 To 09/29/2014

4) Select 'Search'.

5) The list of sales that have not been updated will be displayed. Select any sale by selecting the edit icon.

Home > Main Menu > Assd Value > AVU

COUNTY: 01|Adams



 Rows 15

	Cnty	Book	PageNo	Locationid	Saledate	Posted	Qualified	Assrloc	Yr	Land	Improv	Total
	01	2012	244	010013452	01/17/2013	02/20/2013	1	HASTINGS	2014	21060	101100	122160
	01	2012	4084	010008621	10/01/2012	12/19/2013	1	HASTINGS	2014	6835	54640	61475
	01	2012	4105	010012201	10/01/2012	10/11/2012	1	HASTINGS	2014	5150	29850	35000
	01	2012	4127	010010267	10/03/2012	12/19/2013	1	HASTINGS	2014	6250	55990	62240
	01	2012	4157	010012452	10/05/2012	12/19/2013	1	HASTINGS	2014	7500	79155	86655
	01	2012	4160	010012945	10/05/2012	12/19/2013	1	HASTINGS	2014	18520	141780	160300

Note: If a value is NOT changing, you DO NOT NEED TO UPDATE EACH SALE INDIVIDUALLY. All sales that do not have a new value will automatically roll forward using the prior year's value.

- 6) Select 'Step 1) Copy Previous Year Data'. Make any changes, including characteristic data and select 'Step 2) Save AVU'.

NOTE: For residential property, the 'Residential Data' button will be displayed. If changes on sale worksheet are needed, you can select this icon to go automatically to the worksheet. This update option is also available for the other property types.

The screenshot shows a software interface with two main sections: 'Update Values' and 'Update Worksheet'.
Under 'Update Values', there are three steps: 'Step 1) Copy Previous Year Data', 'Step 2) Save AVU', and 'Step 3) Back to query results'. Arrows point to each step. Below 'Step 1', there is a text prompt 'Data copied click Save AVU when finished' and a form with four input fields: 'Year' (2015), 'Land' (23335), 'Improvements' (75306), and 'Total' (98641).
Under 'Update Worksheet', there is a button labeled 'Residential Data' which is circled with an oval.

- 7) After saving, select 'Step 3) Back to query results'. This will refresh the list and remove the completed sale from the lists to update.

- 8) After all sales have been updated send an email to your liaison. They will roll the remaining sales forward.